

Steps for Planning for the Appraisal Meeting

1. Review the [Department's Feedback Guide](#).
2. Compare performance with your expectations and any other performance measures you developed. Determine how results can be measured.
3. Review the employee's position description, current performance plan and any other documents addressing job responsibilities or items for which the employee is accountable.
4. Complete the appraisal form by carefully determining the rating for each critical result.
5. Prepare for the appraisal meeting. Know what you want to say and want to emphasize.
6. Be prepared to discuss work samples that support your conclusions.
7. Be clear about strengths and developmental needs of the employee.
8. Offer the employee the opportunity for a pre-appraisal meeting. This is the employee's opportunity to share any accomplishments with the supervisor.
9. Give the employee advance notice of the scheduled time and place of the appraisal meeting.
10. Evaluate your own performance. Are you contributing to your employee's good or bad performance?
11. Consider what training and development is needed. If appropriate, research available training opportunities and be ready to share them with the employee at this time.
12. Know if the employee is making a real contribution and if she/he is working to her/his potential.
13. If the employee has occupied more than one position for at least 90 days, an evaluation for each position must be part of the final appraisal record.
14. If the employee is receiving a rating of Level 1 (unacceptable) in any critical element, the final summary rating will be Level 1. The rating official should contact the Employee Relations office for further guidance.

15. At the end of the appraisal meeting, you should inform the employee that if she/he disagrees with the final rating, she/he may submit written comments to the Reviewing Official within **10 calendar days** after receipt of the signed appraisal. The Reviewing Official must respond **in writing within 10 calendar days to the employee.**
16. Obtain the employee's signature on the appraisal document at this meeting. If the employee declines to sign, the rating official must so note on the document.
17. Provide the employee ***with a copy of the completed and signed appraisal.*** Every employee must be given a signed copy of his/her performance appraisal after the appraisal meeting has occurred. The appraisal is not valid if it does not have the signature of the Rating Official (immediate supervisor) and Approving Official (the Rating Official's supervisor).
18. **Appraisals with Final Ratings must be completed by October 30, 2006.**
19. Final Summary Ratings must be recorded by the Rating Official using the [Performance Management Tracking Spreadsheet \(PMTS\)](#). Supervisor's should be prepared to submit the PMTS to ITA OHRM upon request for Accountability Audit purposes.

Important Note:

Certifications sheets as required in the past will no longer be used. The primary purpose of the certification sheet was to alert OHRM of employee movements, I.e., reassignments, since the last rating cycle. It is important that rating officials, throughout the year, as movements occur, submit SF-52's to OHRM so that all data on employees are allocated properly in the National Finance Center system.